



**ROWAN UNIVERSITY /RUTGERS CAMDEN
BOARD OF GOVERNORS**

REQUEST FOR QUALIFICATIONS 2024-03

**REAL ESTATE SERVICES
PREQUALIFIED POOL**

RFQ Issued: March 4, 2024 (EST)

Questions Due: March 14, 2024 (EST)

RFQ Deadline: April 4, 2024 (EST)

ISSUED BY:

Rowan University/ Rutgers-Camden Board of Governors

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INTRODUCTION

The Rowan University/Rutgers-Camden Board of Governors (the “Board” or “Joint Board”) was created by the New Jersey Legislature to (1) facilitate the development of curricula and programs at Rowan University and Rutgers University; (2) assist Camden in its growth arc, particularly in the “eds and meds” sectors; and (3) engage the community on health-related issues.

Within broad powers conferred under the New Jersey Medical and Health Sciences Restructuring Act, the Joint Board is authorized, pursuant to N.J.S.A. 18A:64M-38.1, to acquire real property by gift, purchase, condemnation or otherwise, and to own, lease, dispose of, use and operate property necessary or desirable for its purposes.

In accordance with these duties and powers, the Joint Board seeks to select a prequalified pool of consultants or contractors to provide Real Estate Services to assist in real property matters. On an as-needed basis, the Joint Board will enter into contracts with contractors deemed prequalified for the pool through this RFQ process.

The Joint Board requires that Prospective Contractors for Real Estate Services submit financial and experience information as part of any submission of qualifications.

I. DEFINITIONS

The following words and terms, when used in this document, will have the following meanings unless the context clearly indicates otherwise:

Affiliate - Shall mean any company with whom the Prospective Contractor shares more than five (5.0%) percent common ownership.

Application - Shall mean the Prequalification Statement.

Contract - Any contract between the Joint Board and the Prospective Contractor.

Prequalification Officer - The employee of the Joint Board who will administer the procedures set forth in this document.

Prequalification Process - The process by which prequalified pool will be selected from among the Prospective Contractors.

Prequalification Statement - A fully completed response to this RFQ submitted by a Prospective Contractor.

Prospective Contractor - Any individual, partnership, corporation, limited liability company, limited liability partnership, limited partnership subchapter S corporation or joint venture submitting a Prequalification Statement.

Request for Qualifications (RFQ) - The Joint Board’s Solicitation for prequalification of Prospective Contractors.

Review Committee - This Committee will consist of four (4) members: one (1) member of the Board; two (2) employees of the Board; and the Board’s Legal Counsel.

II. PURPOSE

The provisions of this document are intended to describe the Prequalification Process.

III. PREQUALIFICATION PROCESS

A. Scope of Services: See Exhibit “A” attached hereto and made a part hereof. Prospective Contractors are invited to submit an application for individual services described in the Scope of Services, or to perform all services in the Scope of Services.

B. Policy Objectives: The following policy objectives will govern the prequalification and selection of Prospective Contractors:

1. To institute a system that will permit an efficient operation and identification of a prequalified pool of contractors.
2. To minimize delays in awarding any Contract(s) after selection of prequalified entities from among the Prospective Contractors.
3. To evaluate the integrity and competence of all Prospective Contractors.
4. To assure fairness in the Prequalification Process.

C. The Prequalification Process shall consist of the following steps:

1. The Board will publicly advertise the RFQ.
2. The Prequalification Officer will distribute copies of the RFQ to contractors or individuals who have requested distribution and post the RFQ to the Joint Board’s website.
3. All questions regarding this RFQ shall be submitted no later than 3:30 PM on **March 14, 2024**, to Sandy McAndrew. No telephonic questions or contacts are permitted. All questions must be submitted in writing via email addressed to Sandy McAndrew at info@rurcbog.com.

4. If you wish to submit a proposal to provide Real Estate Services, please submit (1) one original and two (2) hard copies of the Prequalification Statement, as well as one (1) electronic copy, or, if submitting electronically only, one (1) original in electronic form, consisting of:
 - (a) the Prospective Contractor’s Organization and Experience Statement,
 - (b) the Prospective Contractor’s Financial Statement, and
 - (c) the Prospective Contractor’s Anti-Discrimination Policy, as described herein, must be completed, notarized.

The proposals should be delivered to The Rowan University/ Rutgers-Camden Board of Governors, 201 South Broadway, Suite 440, Camden, NJ 08103 and/or info@rurcbog.com, no later than **3:30 PM on April 4, 2024** (Submission Deadline) to be eligible for review. Time is of the essence. No facsimile transmission will be accepted. No submissions will be accepted after the Submission Deadline.

5. The Prequalification Officer will receive in sealed packages, envelopes and/or containers, or electronically via email, the required number of copies of the completed Prequalification Statement from the Prospective Contractors marked on the outside, or the subject line of the email, as “Real Estate Services RFQ Response.” The date and time shall be stamped upon receipt, shall remain sealed or unopened, and shall be distributed to the Review Committee.
6. The members of the Review Committee shall review and evaluate each Prequalification Statement pursuant to a standardized scoring sheet and methodology. A meeting of the Review Committee shall be held to determine the Prospective Contractors who will be prequalified, if any.
7. Not more than fourteen (14) days after the Submission Deadline, the Prequalification Officer shall notify all Prospective Contractors who have been prequalified. Prospective Contractors determined not to be qualified shall also be notified.
8. Prospective Contractors who are not prequalified shall have seven (7) calendar days after notification to file a written appeal with the Prequalification Officer for a hearing before the Review Committee. The appeal request letter must be submitted no later than 3:30 PM on or before the due date to The Rowan University/Rutgers-Camden Board of Governors, 201 South Broadway, Suite 440, Camden, NJ 08103. Time is of the essence. No telephonic, fax or e-mail appeals or contacts are permitted.

9. Only Prospective Contractors who are prequalified will be eligible for inclusion in the pool and a potential Contract with the Joint Board. However, if the Board is not able to prequalify a sufficient number of Prospective Contractors, the Board reserves the right to re-bid the RFQ or decline to include any Prospective Contractor in the pool pursuant to the RFQ.
10. The Board reserves the right to suspend the Prequalification Process based on information that comes to the attention of the Board after submission of the Prequalification Statements.
11. While it is the intent of the RFQ process to assist the Board in determining Prospective Contractor qualifications, neither the fact of qualification nor any qualification rating will preclude the Board from a post-submittal consideration and determination of whether a Prospective Contractor is qualified (i.e. has the competency, capacity and experience to satisfactorily perform the Scope of Services).
12. The Board reserves the right to waive immaterial irregularities and omissions in the information contained in a Prequalification Statement.
13. After review, and based upon all aspects of the Prequalification Statement, Prospective Contractors who, in the sole discretion of the Review Committee, have been deemed qualified to perform the Scope of Services, shall be placed in the prequalified pool.

IV. GENERAL REQUIREMENTS

- A. **Proof of Competence and Responsibility.** Each Prospective Contractor proposing to perform Real Estate Services will be required to establish proof of competence and responsibility, as provided in this RFQ, before the Prospective Contractor will be considered for inclusion in the pool and any Contract with the Joint Board.
- B. **Submitting Statements.** Each Prospective Contractor will submit information in the format prescribed by this RFQ, which sets forth the financial ability, organization, experience, legal compliance, and other relevant information necessary to establish competency and responsibility.
- C. **Duration of Prequalification.** The prequalification of a Prospective Contractor applies only for inclusion in the prequalified pool and any Contract to be offered in the sole discretion of the Joint Board and for a term to be determined in the sole discretion of the Joint Board.
- D. **Contracting Entities and Individuals.**
 1. Prospective Contractors chartered in a state other than the State of New

Jersey will register with and obtain a Business Registration Certificate from the New Jersey Division of Revenue authorizing them to do business in this State prior to an award of the Contract. An individual or a firm doing business under a fictitious name different than the formal legal name shall provide documentation of the fictitious name's registration.

2. Prospective Contractors must satisfy the Bonding and Insurance Requirements set forth in **Exhibit "B."**
- E. **Additional Information.** The Prequalification Officer may require that all Prospective Contractors provide additional documents and information in connection with the Prequalification Statement. Prospective Contractors shall provide all such documents and information within the prescribed time period.
- F. **Request for Prequalification Expenses.** The Joint Board is not responsible for expenses incurred by the Prospective Contractor in preparing or submitting the Prequalification Statement. All documents submitted in response to this RFQ will become the property of the Joint Board and will not be returned.
- G. **Contractor Qualification Criteria.** The criteria contained in the Prospective Contractor's Organization and Experience Statement will be utilized to evaluate the Prospective Contractors.
- H. **Applicable Law and Policy.** Any Prospective Contractor responding to this RFQ is required to comply with the requirements of the State College Contractors Law, N.J.S.A. 18A:64-53 et seq. This procurement is subject to the Joint Board's Revised & Restated Procurement Policy, rev. June 14, 2022.

V. STATEMENTS TO BE FURNISHED

- A. **General** - Each Prospective Contractor shall:
1. Read this RFQ's General Requirements.
 2. Complete and submit (a) the Prospective Contractor's Organization and Experience Statement; (b) the Prospective Contractor's Financial Statement; and (c) the Prospective Contractor's Anti-Discrimination Policy.
 3. From the information provided, the Review Committee will determine whether the Prospective Contractor is entitled to be included in the prequalified pool.
 4. All questions will be answered fully and the information requested

shall be properly presented on forms supplied. The Prospective Contractor shall fill in all blank spaces on all forms with a response.

5. Unless specifically referenced in the responses, any information submitted on forms other than those supplied will not be reviewed and/or evaluated. If additional space is needed, submit additional copies of the form and attach it to the appropriate page. The Review Committee reserves the right to request completion or correction of incomplete forms. However, the submission of incomplete or incorrect forms could result in the Prospective Contractor's Prequalification Statement being rejected.
6. One (1) original and two (2) hard copies of the Prospective Contractor's Prequalification Statement, along with an electronic copy on a flash drive, or one (1) original, if submitting electronically only, will be returned to the Board on or before 3:30 PM on April 4, 2024.
7. It is the Prospective Contractor's sole responsibility to ensure their submissions are delivered and received on time on the date designated herein. The Board is not responsible for Prospective Contractor's use of delivery services that do not obtain signatures confirming delivery and reserves the right to reject any submission received after the due date and time.
8. Applications may be obtained from the Joint Board's website, <https://rurcbog.com>, and from Rowan University/Rutgers-Camden Board of Governors, 201 South Broadway, Suite 440, Camden, New Jersey 08103. Any Amendments to this RFQ shall be communicated to the Prospective Contractor via e-mail, fax, or by posting it on the Joint Board's website.
9. Applications will be verified and sworn to in accordance with the directions provided.

B. Prospective Contractor's Organization and Experience Statement - The following procedures will be followed in completing the Prospective Contractor's Organization and Experience Statement, annexed hereto as "**Exhibit C**":

1. Each Prospective Contractor shall submit, under oath, the information and data required by the Prospective Contractor's Organization and Experience Statement. Each Prospective Contractor will be reviewed for its eligibility to perform Real Estate Services, based in part upon past experience.
2. Prospective Contractors may supplement the organization and experience information requested with additional information

supporting the Prospective Contractor's request for qualification. Prospective Contractors can reference and attach any additional information that the Prospective Contractor believes will assist the Review Committee in evaluating Prospective Contractor's qualifications.

C. **Prospective Contractor's Financial Statement** - The following procedures will be followed in completing the Prospective Contractor's Financial Statement, annexed hereto as "**Exhibit D**":

1. Each Prospective Contractor shall submit, under oath, either a completed Prospective Contractor's Financial Statement or submit their most recent audited financial statement as part of the Prequalification Statement.
2. No financial statement will be accepted which has been prepared by a person or entity employed by or has a financial interest in the business of the Prospective Contractor submitting the statement.
3. The financial statement provided will be the most current available. Financial statements received more than six months after the balance sheet date must include an assurance by the Prospective Contractor that there are no material changes in the financial condition of the Prospective Contractor since the balance sheet date.
4. Financial statements will be prepared in accordance with current accounting concepts as published by the American Institute of Certified Public Accountants.

D. **Prospective Contractor's Anti-Discrimination Policy** - Each Prospective Contractor shall attach its Anti-Discrimination Policy.

VI. PAST PERFORMANCE INFORMATION

In evaluating the past performance of the Prospective Contractor for this Contract, the Joint Board may use reports and information received from, or prepared by, outside entities. A poor or unsatisfactory performance record shall constitute justification for not prequalifying the Prospective Contractor. All reports and information will be maintained on a confidential basis by the Joint Board.

VII. DISQUALIFICATION

A. In addition to any other statutory or common law reason, the Joint Board shall disqualify any Prospective Contractor from being prequalified for the pool of contractors for any of the following reasons, as determined by the Joint Board in its reasonable discretion:

1. The Prospective Contractor submits a materially false statement in the Prequalification Statement;
 2. The Prospective Contractor fails to materially comply with the Prequalification Process;
 3. The Prospective Contractor fails to materially complete each applicable item of the Prequalification Statement;
 4. The Prequalification Statement reveals lack of competency, experience, resources and/or personnel;
 5. The Prospective Contractor submitted materially misleading information on previous bid proposals or RFQs;
 6. The Prospective Contractor has misapplied or misappropriated funds;
 7. The Prospective Contractor has offered or given gratuities to Board employees or consultants;
 8. The Prospective Contractor has engaged in other unlawful or improper activities that make Prospective Contractor a non-responsible contractor under applicable law;
 9. The Prospective Contractor has, within the last five years, been suspended, debarred or otherwise declared ineligible by other Federal or State departments, agencies or other authorities from bidding or contracting; or
 10. The Prospective Contractor otherwise fails to demonstrate the qualifications necessary to perform the Scope of Services.
- B. The Joint Board may subsequently disqualify any pre-qualified Prospective Contractor from the prequalified pool:
1. If there have been developments subsequent to the Prequalification Process which adversely affect the Prospective Contractor; or
 2. If a material adverse change occurs in the ownership or management of the Prospective Contractor's firm.

VIII. EVALUATION CRITERIA

A proposed rate schedule, while considered important, will not be the sole consideration in the selection of a Prospective Contractor to be included in the prequalified pool to perform Real Estate Services. The Joint Board reserves the sole right to select a Prospective Contractor based

upon the evaluation criteria as set forth in this RFQ.

A. **Evaluation Criteria:** The purpose of this RFQ is to establish a “pool” of qualified individuals or firms to be used by the Joint Board for Real Estate Services, as needed. The Joint Board will review each Prospective Contractor’s Application to determine experience, areas of expertise, past projects, resumes of key personnel, and any other information deemed necessary. Applications will be evaluated based on the following criteria:

1. Experience and reputation in providing any or all of the services described in the Scope of Work for Real Estate Services;
2. Knowledge the subject matter addressed under this RFQ, public entities and the South Jersey or Camden-area real estate market;
3. Availability to attend monthly public, and any required, meeting(s) of the Joint Board or its staff; and
4. Compensation proposal - rates and associated proposed fees for Real Estate and Services.

Those qualified Prospective Contractors will be placed in a pool and, depending on the specific project, Prospective Contractors may be tendered a contract or asked to submit a proposal for a project based upon the rates submitted in their Application. There is no guarantee that a qualified firm will be selected to perform any project. Contracts will be awarded based upon price, specific qualifications and other factors the Joint Board deems relevant.

All contract awards must be authorized by the Joint Board. Qualified firms may be required to appear before the Joint Board to make a presentation and discuss a specific project.

IX. NOTIFICATION

A Prospective Contractor seeking to be prequalified for the pool will be required to promptly notify the Board in writing of any changes affecting its ability to perform any item in the Scope of Services as well as changes in any information submitted as a part of its Application. Failure to make such notification shall be cause for suspension from the prequalification and for disqualification from participating in the prequalified pool.

END OF PROSPECTIVE CONTRACTOR’S GENERAL INFORMATION

REQUEST FOR QUALIFICATIONS

REAL ESTATE SERVICES

PREQUALIFIED POOL

EXHIBIT A

SCOPE OF SERVICES

ISSUED BY:

Rowan University/Rutgers-Camden Board of Governors

**REAL ESTATE SERVICES
PREQUALIFIED POOL RFQ**

SCOPE OF SERVICES

The Scope of Services shall consist of any or all of the following:

- Consult with and advise Joint Board and staff regarding Joint Board matters related to real property and real estate matters, including identification of potential real estate acquisitions or sales, and participation in negotiations of acquisitions and sales.
- Compile information and investigate historic and present tenancy and subtenancy, liens, encumbrances, financing, ownership domicile, income/expense data, property tax, and condition for Joint Board-owned and target properties.
- Assist in the evaluation or sale of Joint Board surplus real estate.
- Assist in relocation consulting and or identifying workable relocation assistance programs, where necessary.
- Coordinate with Joint Board consultants, including licensed professional planners, certified and licensed appraisers, engineers, title search/insurance providers, attorneys and relocation consultants.
- Perform field and office work, including interactions and communications with property owners, tenants or occupants, required for all aspects of the work assigned by the Board.
- Perform any related services requested by the Joint Board which may be related to any of its various projects, on and *ad hoc* basis.
- Coordinate activities with Joint Board personnel as directed by the Chief Executive Officer or Chief Operating Officer.

REQUEST FOR QUALIFICATIONS

REAL ESTATE CONSULTANT / MANAGER
PREQUALIFIED POOL

EXHIBIT B

Bonding and Insurance Requirements

ISSUED BY:

Rowan University/Rutgers Camden Board of Governors

BONDING AND INSURANCE REQUIREMENTS

The Prospective Contractor shall have and maintain the following minimum requirements:

Commercial General Liability insurance insuring against claims on account of loss of life, bodily injury or property damage arising during the Contract and having a combined single limit of coverage for bodily injury and property damage in the amount of \$2,000,000. Each such policy shall further provide for blanket contractual liability, broad-form property damage and personal liability coverage.

Professional Liability Insurance covering its errors and omissions and liability assumed under contract with a coverage limit of not less than \$1 million each occurrence. This insurance shall be endorsed to apply as primary insurance and not contribute with any other insurance or self insurance programs afforded to the Authority. This insurance shall be endorsed to waive the insurance carrier's right of subrogation against The New Jersey Turnpike Authority and its members, commissioners, officers, agents, employees, guests, consultants and volunteers.

Business Automobile Policy (any auto), with a limit of \$2,000,000 each accident.

Worker's Compensation insurance with statutory limits and Employer's Liability coverage with limits of \$1,000,000 each accident.

Privacy and Network Security insurance covering liability arising from (1) hostile action, or a threat of hostile action, with the intent to affect, alter, copy, corrupt, destroy, disrupt, damage, or provide unauthorized access/unauthorized use of a computer system including exposing or publicizing confidential electronic data or causing electronic data to be inaccessible; and (2) computer viruses, Trojan horses, worms and any other type of malicious or damaging code; and (3) dishonest, fraudulent, malicious, or criminal use of a computer system by a person, whether identified or not, and whether acting alone or in collusion with other persons, to affect, alter, copy, corrupt, delete, disrupt, or destroy a computer system or obtain financial benefit for any party or to steal or take electronic data; and (4) denial of service for which the Contractor is responsible that results in the degradation of or loss of access to internet or network activities or normal use of a computer system; and (5) loss of service for which the Successful Proposer is responsible that results in the inability of a third party, who is authorized to do so, to gain access to a computer system and conduct normal internet or network activities; and (6) access to a computer system or computer system resources by an unauthorized person or persons or an authorized person in an unauthorized manner with a limit not less than \$5,000,000 per occurrence.

This insurance shall provide coverage for personal injury (including emotional distress and mental anguish). This insurance shall not contain any provision under which claims made by the Authority against the Successful Proposer would not be covered due to the operation of an insured versus insured exclusion.

The limits for the Commercial General Liability, Professional Liability, Business Automobile and Worker’s Compensation/Employer’s Liability coverages required above, respectively, may be provided as a single limit or as a single limit and an umbrella provided that the umbrella policy meets all the terms and conditions contained herein, and is provided on a follow-form basis.

All such insurance shall be provided by an insurance company or companies qualified to do business in the State of New Jersey financially capable of fulfilling the requirements of such policies and rated “A” and “IX” to the extent reasonably obtainable but, in no event, less than “A-“ and “VIII” by A.M. Best or in one of the two highest rating categories by Moody’s and S&P. Each policy shall be of such form and contain such provisions as are generally considered standard for the type of insurance involved.

REQUEST FOR QUALIFICATIONS

REAL ESTATE CONSULTANT / MANAGER

PREQUALIFIED POOL

EXHIBIT C

Organization and Experience Statement

ISSUED BY:

Rowan University/Rutgers Camden Board of Governors

**PROSPECTIVE CONTRACTOR'S
ORGANIZATION AND EXPERIENCE STATEMENT**

I. GENERAL INFORMATION

SUBMITTED BY:

Company Name: _____

Business Address: _____

Street

City

State

Zip

Telephone No.: _____

Email: _____

Type of Entity: _____

Federal Tax ID No.: _____

New Jersey Sales Tax ID No.: _____

New Jersey Corporation Tax ID No.: _____

A. Firm Profile:

- 1) How many years has your company been in business under its present name? _____ If your company operated under a different name within the past five years, what is that name and for how many years did it operated under that name?

- 2) Provide the names and titles of all principals your company.

- 3) List all companies in which your company owns a financial interest greater than five (5.0%) percent.

- 4) List all companies and individuals who own a financial interest greater than five (5.0%) percent in your company.

- 5) If you are a branch office or subsidiary of a company that is headquartered somewhere other than New Jersey, indicate below the official name and address of your parent company.

Name

Address

<hr/>	<hr/>
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- 6) Provide any other pertinent, relevant and material facts about your company that you want the Joint Board to consider.

I. RELEVANT EXPERIENCE

List at least three (3) engagements where you or your firm performed any services comparable to the Scope of Services. Include the following information:

Name of Client:

Reference Contact Person and Phone Number:

Description of Services Performed:

Name of Client:

Reference Contact Person and Phone Number:

Description of Services Performed:

Name of Client:

Reference Contact Person and Phone Number:

Description of Services Performed:

II. NEW JERSEY/LOCAL EXPERIENCE

List any experience not included in Section I where you or your firm performed services in the State of New Jersey or the South Jersey region comparable to the Scope of Services. Include the following information:

Name and Description of Client:

Reference Contact Person and Phone Number:

Description of Services Performed:

III. REGULATORY

The following questions apply to your company and all of its Affiliates. If additional space is needed to provide an explanation, you may do so on a separate sheet (s) attached to this section of the application.

- A. Within the last five (5) years have there been any judgments, claims, arbitration proceedings, or lawsuits pending or outstanding? If yes, describe:

- B. Have you been involved in disputes of any kind within the last five (5) years involving real estate consulting or management? If yes, describe:

- C. Have you been involved in proceedings of a governmental, administrative or enforcement nature of whatever kind, including minority/women business enterprise program, environmental, wage and hour, prevailing wage, employment discrimination, or other kind of proceeding which are currently active or were resolved in the last five (5) years? If yes, describe, giving dates, project and reasons therefore:

- D. Within the last five (5) years have any of your company's principals or any key

employees been convicted of a misdemeanor involving moral turpitude or convicted of a felony? If so, describe the conviction and the court.

E. List all debarments, suspensions, and denials of pre-qualification of your company, its Affiliates or its owners holding more than a five (5%) percent interest for any federal, state, local or other governmental contracting?

F. List any unpaid obligations to local, state, or federal taxing authorities, including but not limited to income, withholding and unemployment taxes.

G. Has principal or any employee of your company ever been suspended, debarred, or otherwise been declared ineligible by any government agency or instrumentality from bidding or contracting to provide service, labor, material, or supplies? If yes, describe.

H. Are there any administrative, civil or criminal matters pending in any federal, state or local government jurisdiction in which your company or its employees are involved? If yes, describe.

- I. Has your company defaulted or had work terminated for non-performance during the last five (5) years? If so, describe the circumstances.

- J. Has any federal or state agency conducted an EEO compliance review of your company within the past two years? If yes, indicate agency(ies) and date(s).

IV. CERTIFICATION STATUS

- A. The information provided below will assist the Joint Board in determining if a Prospective Contractor is prequalified. A Prospective Contractor will not be disqualified if it is not certified, but the items listed below will result in added consideration in the evaluation process.

Is your business certified by the State of New Jersey or any other public agency as one or more of the following:

Minority and/or Women Owned Business Enterprise (M/WBE) YES NO

Small Business Enterprise (SBE) YES NO

Disabled Veteran Owned Business Enterprise (DVOB) YES NO

Veteran Owned Business Enterprise (VOB) YES NO

Certifying Agency(ies) and Certification Number(s)

**REQUEST FOR QUALIFICATIONS
REAL ESTATE CONSULTANT / MANAGER
PREQUALIFIED POOL**

EXHIBIT D

Financial Statement

ISSUED BY:

Rowan University/Rutgers Camden Board of Governors

**PROSPECTIVE CONTRACTOR'S
FINANCIAL STATEMENT**

I. GENERAL

A. Bonding and Insurance:

Can your company satisfy the bonding and insurance requirements stated in Exhibit B of the Prospective Contractors General Information?

() YES

() NO

B. References

1. Provide three (3) trade references (including name address, telephone number and of the person to contact).

2. Provide bank reference (including name, address, telephone number and name of the person to contact).

3. List trade associations and professional organizations with which your company is affiliated.

II. KEY PERSONNEL

Separately prepare and attach a list by title and job description of the key personnel that your company will utilize to perform the Scope of Services. You may attach the resumes of individuals who will be responsible for specific tasks.

III. PROPOSED RATE SCHEDULE

Separately prepare and attach a proposed rate structure (i.e., hourly rate, flat fee) for performance of the tasks outlined in the Scope of Services.

**REQUEST FOR QUALIFICATIONS
REAL ESTATE CONSULTANT / MANAGER
PREQUALIFIED POOL**

EXHIBIT E

Anti-Discrimination Policy

ISSUED BY:

Rowan University/Rutgers Camden Board of Governors

**PROSPECTIVE CONTRACTOR'S
ANTI-DISCRIMINATION POLICY**

Please attach a copy of the Prospective Contractor's Anti-Discrimination Policy.